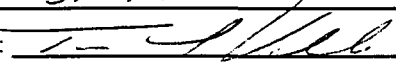



DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No <div style="text-align: center;">2046</div>
Agency Department of Business & Economic Development		Division/Unit Administration/Office of the Asst. Sec.
Item No.	Description	Retention
1.	<u>Assistant Secretary's and Division Directors' General Correspondence</u> Original incoming letters, copies of outgoing letters, memoranda and other material relating to the functions of the Department of Business and Economic Development.	Retain for three (3) years, then destroy.
2.	<u>General Administrative Correspondence File</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives and other miscellaneous papers relating to the administration of the Department of Business and Economic Development	Screen annually. Destroy that material no longer needed for current business. Directives and other material relating to planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to Md. State Archives
Schedule Approved by Department, Agency or Division Representative. Date: <u>3/3/99</u> Signature: <u></u> Typed Name: Tim La Valle Title: Director, Office of General Services		Schedule Authorized by State Archivist Date: <u>APR 14 1999</u> Signature: <u></u>

Instructions – Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page <u>1</u> of <u>1</u>	
1. Department/Agency <p style="text-align: center;">DBED</p>		1. Division <p style="text-align: center;">Administration</p>		1. Unit <p style="text-align: center;">Office of Assistant Secretary</p>	
DEFINITION – RECORD SERIES – A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes					
4. Record Series Title <p style="text-align: center;">General Administrative Correspondence File</p>				5.. Earliest Year/Latest Year <p style="text-align: center;">_1997_ to _Present_</p>	
6. Record Series Description (Briefly describe the types of information/document/forms found in the series. Include the purpose or function of the series.) <p style="text-align: center;">Documents pertaining to the administration of the Dept. of Business & Economic Development</p>					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="text-align: center;"> <u>3</u> Number </div> 10.. Annual Accumulation <div style="text-align: center;"> <u>3</u> Number </div> <div style="margin-top: 10px;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ </div>	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		11. File Becomes Inactive after <div style="display: flex; justify-content: space-between;"> <div> <u>3</u> Number </div> <div> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) </div> </div>			
13. Current Location(s) (Bldg., Floor, Room) <p style="text-align: center;">217 E. Redwood St. Suite 1501 Baltimore, MD 21202</p>		14. Is Record Series Duplicated elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions (if yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
16. Is an Index System used? (if yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Recommended Retention <p style="text-align: center;"><i>Screen Annually</i></p>			
16. Name & Title of Preparer Charles Radford – Assistant Secretary		16. Telephone Number 410-767-2201		16. Date 3/3/99	

Instructions – Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page <u> 1 </u> of <u> 1 </u>	
1. Department/Agency <div style="text-align: center;">DBED</div>		1. Division <div style="text-align: center;">Administration</div>		1. Unit <div style="text-align: center;">Office of Assistant Secretary</div>	
DEFINITION – RECORD SERIES – A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes					
4. Record Series Title <div style="text-align: center;">Correspondence</div>				5.. Earliest Year/Latest Year <div style="text-align: center;">1997 to present</div>	
5. Record Series Description (Briefly describe the types of information/document/forms found in the series. Include the purpose or function of the series.) <div style="text-align: center;"> Contains original incoming letters, copies of outgoing letters, memoranda and other material relating To the functions of DBED </div>					
6. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify)		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="text-align: center; font-size: 2em;">3</div> <div style="text-align: center;">Number</div> <div style="text-align: center; font-size: 2em; margin-top: 20px;">3</div> <div style="text-align: center;">Number</div>	
				10.. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive after <div style="text-align: center;"> <div style="font-size: 1.5em; margin-right: 10px;">3</div> <div style="display: inline-block;"> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div> <div style="text-align: center;">Number</div>			
13. Current Location(s) (Bldg., Floor, Room) <div style="text-align: center;"> 217 E. Redwood St. Suite 1501 Baltimore, MD 21202 </div>		14. Is Record Series Duplicated elsewhere? (If yes, specify agency or office) <div style="text-align: center;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div>			
15. Access Restrictions (if yes, cite Law(s) & Regulation(s)) <div style="text-align: center;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div>		16. Audit Requirements <div style="text-align: center;"> <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent </div>			
17. Is an Index System used? (if yes, explain briefly and describe any hardware/software) <div style="text-align: center;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div>		18. Recommended Retention <div style="text-align: center;"> Retain for 3 years then destroy </div>			
19. Name & Title of Preparer <div style="text-align: center;"> Charles Radford – Assistant Secretary </div>		20. Telephone Number <div style="text-align: center;"> 410-767-2201 </div>		21. Date <div style="text-align: center;"> 10/27/98 </div>	